



CITY OF SAINT PAUL
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Certificate of Competency Guidelines for Mechanical Trades

Qualifications for Journey Level*

- Completion of a state approved apprenticeship program, or equivalent experience as determined by the examining board
- Must have voucher signed by master of the trade or craft in which applicant applies

Qualifications for Master

- To qualify for a master certificate of competency examination, an applicant must hold a journeymen certificate of competency for a minimum of one year, or be a registered mechanical engineer.
- Must have two notarized signatures from masters of the trade or craft in which applicant applies

Testing Procedures

- Applications are due thirty days prior to the examination date and subject to approval of the examining board. Upon approval of an application, a notice will be sent to the applicant with instructions as to when and where the examination will be held.
- Examinations will be graded in the presence of the appropriate examining board within thirty days of the examination.
- If an applicant fails the examination, the applicant may review the failed portion of the exam within thirty days of notification of failure, in the presence of the senior inspector.

Appeal of rejection of application or test results

- Applicant must submit a written request to appear before the examining board. After consideration of the appeal a written response will be sent to the applicant.

Testing Criteria

Warm Air/Ventilation	Gas, Refrigeration, Oil, Steam
Exams held in January, April, July, and October	Exams held in April and October
Passing score: Journey Level 70% Master 75%	Passing score: Journey Level 70% Master 75%
Applicants may not test more than twice in any two year period.	

***Equivalent Training and Experience Guidelines**

An applicant for examination must furnish proof of the following:

- Work experience consisting of at least four years in the trade or craft in which the applicant applies.

and

- Related training consisting of at least four years related schooling in the trade or craft in which the applicant applies.

Related training must consist of the following:

- At least 144 hours of related training in the trade or craft at a recognized educational institution equals one year.
- Full time school in the trade or craft at an educational facility -one school year or two semesters equals one year (each semester must equal a minimum of sixteen credits).

An applicant may be approved for testing without related training if the applicant:

- Produces proof of at least seven years experience working in the trade or craft in which they are applying for a certificate of competency. Evidence must be in the form of letters from employers stating the nature of the work in which they were employed or other documentation that can be verified.

All applications must be accompanied by documentation of work experience and related training.